



County Election Officials Frequently Asked Questions about the 2016 Electronic Absentee System (EAS) for Voters Covered Under UOCAVA

1. Q: What is the Electronic Absentee System?

A: The EAS is an online application designed to allow UOCAVA voters to access and mark their ballot electronically. Additionally, qualified citizens can register to vote using the Federal Post Card Application generated from the EAS, and seamlessly be provided with and vote a ballot.

2. Q: Which voters can use the EAS?

A: Any voter covered under UOCAVA and eligible to register as a Montana voter can use the EAS. Voters must affirm their qualifications and eligibility under UOCAVA and enter a residential address that can be matched with a Montana ballot type before they can access and mark a ballot.

3. Q: Can someone who is not a registered voter use the EAS?

A: Yes. The EAS allows any person who affirms qualifications and eligibility under UOCAVA to register and to access a ballot (provided that person's residence address can be matched with a ballot type).

4. Q: Are counties required to use the UOCAVA EAS?

A: Montana counties are required to accept ballots generated by the EAS. Counties that have a secure process to provide ballots electronically to UOCAVA voters may continue to do so using their own procedures, in addition to accepting ballots generated via the EAS.

5. Q: How does a UOCAVA voter access the EAS?

A: A voter can access the EAS from http://sos.mt.gov/Elections/Military_Overseas/index.asp, by going directly to <https://vote4montana.us>, or via FVAP's website at www.FVAP.gov.

6. Q: How does the voter get the correct ballot type? What does the ballot look like?

A: The EAS has been configured with ballot information for every precinct and county in Montana. The ballot the voter marks online will look very similar to the actual ballots issued by counties. One difference is that the candidates for each office on the EAS ballot will be in alphabetical order, and not rotated. When transcribing the EAS ballot onto a regular ballot, counties must take care to ensure the ballot is transcribed accurately.

7. Q: Does a UOCAVA voter receive information about their EAS activity and if so, what does it contain?

A: UOCAVA voters who provide an email when logging in will receive a 'Re-entry' email notification with a PIN number to re-access their unsaved ballot within ten days in case they were not able to complete the process. The email also provides the voter with his or her county election official contact information.

8. Q: May a county update or change the county contact information that displays on the EAS?

A: Yes, email or call Casey Hayes at chayes@mt.gov, 406-444-7911 with your updated contact information for the EAS.

9. Q: Who may I contact with additional questions or concerns about the EAS?

A: Contact the SOS Office: (406) 444-7911 or soselections@mt.gov.



2016 Electronic Absentee System (EAS) Procedure and Process Questions

10. Q: What if a county receives a ballot from someone who is not registered in MT Votes?

A: The EAS prepares an FPCA for every voter, which serves as a voter registration and absentee ballot request for a covered voter (the FPCA, when received electronically, does not have to be signed by the elector). Use the FPCA to process the registration as you would for any new voter. Be sure to flag them as the correct Absentee Type and Status in MT Votes and assign the absentee date range. Then, you must issue the voter a standard ballot from MT votes to transcribe the EAS ballot onto. The MT Votes issued ballot must be issued **within 3 days** of receiving an FPCA and EAS ballot.

11. Q: I received an EAS ballot from a registered voter who is not flagged in MT Votes as UOCAVA. The information on the FPCA included with the ballot matches the information on file in MT Votes. What should I do?

A: Identify the voter as having UOCAVA status in MT Votes, select the appropriate Absentee Type and assign the absentee date range. Update source of registration to FPCA.

12. Q: How does a county identify a person as a UOCAVA voter in MT Votes?

A: In MT Votes a county must identify a voter's 'Absentee Status' as 'UOCAVA' and in the absentee details box, set the voter's 'Absentee Type' to either 'Military Overseas,' 'Military Domestic,' or 'Civilian Overseas.'

13. Q: I received an EAS ballot from a registered voter who is not flagged as UOCAVA. The information on the FPCA included with the ballot does not match the information on file in MT Votes. What should I do?

A: Assign the voter UOCAVA status in MT Votes, select the appropriate Absentee Type, and assign the absentee date range. Issue the voter a standard ballot for the voting residence currently in MT Votes. After the election, you can update the voter's information with the new residence address submitted on the FPCA. Update source of registration to FPCA.

14. Q: I received a ballot and coversheet, but I cannot match the voter to a record in MT Votes. The voter did not submit an FPCA. What should I do?

A: If the information provided on the voter's coversheet does not match a voter's record in MT Votes, follow-up with the individual submitting the ballot and request that they submit an FPCA.

15. Q: How does a county process a ballot from the EAS received by Email, Fax or Mail?

A: A county that receives a ballot from the EAS by email, fax, or mail must, if applicable, void the ballot previously issued in MT Votes, and then issue a replacement ballot (unless the ballot originally issued has been returned undeliverable, in which case you may use the original ballot to transcribe the EAS ballot onto). ***This must be done within 3 days of receipt of an EAS ballot.*** Log receipt of a ballot received by email or fax on the Electronic Ballot Transcription Log, and process the ballot following procedures for ballots received by fax and email found in Rules at: [Electronic Transmission of Voting Materials](#).

16. Q: How must a county verify a ballot from the EAS returned by Email, Fax, and Mail?

A: EAS ballots returned by standard **mail and fax** should be verified by the signature on the coversheet or return envelope. Voters who submit a ballot via **email** affirm their identity on the coversheet with a DL # and/or last four digits of SSN (no signature is required).



**MONTANA SECRETARY OF STATE
UNIFORMED AND OVERSEAS CITIZENS ABSENTEE VOTING ACT (UOCAVA)
ELECTRONIC ABSENTEE SYSTEM (EAS)**

www.Vote4Montana.US

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17. Q: We're going to be so busy on election day; are we expected to check emails and faxes all day?

A: An emailed or faxed EAS ballot received after the close of polls on election day will still be counted the next day as long as it was sent before the close of polls. This exception only applies to emailed and faxed EAS ballots; mailed EAS ballots must be received by close of polls on election day.

18. Q: What is my username and password for the EAS?

A: If you would like access to the administrative end of the EAS, please contact soselections@mt.gov for a username and password.

19. Q: Are counties required to track UOCAVA voters in the EAS?

A: Although very helpful tracking information is available in the EAS, counties are not required to use this service to track ballots; however, **counties are required to track data on UOCAVA ballots for the Federal Voting Assistance Program (FVAP) and for the Federal Survey**, through MT Votes, your own manual tracking, or the EAS. This office provides a sample log to help you track required information on a daily basis.

20. Q: Will a county be notified if a UOCAVA voter uses the EAS?

A: The 2016 EAS will send verification emails when a voter successfully downloads a ballot.

21. Q: Should the county send a confirmation to the voter that their ballot has been received by the county?

A: A county that receives a ballot from the EAS may choose to notify the voter that their ballot was received at the county office.

Additionally, UOCAVA voters will be able to track the status of their absentee ballot through My Voter Page on the Secretary of State's webpage (**this is why you must issue a MT Votes ballot for each EAS ballot you receive within 3 days of receipt of the EAS ballot**).